

**UNDERSHERIFF****DEFINTION**

To plan, direct and review the activities and operations of the Sheriff's Office; to coordinate assigned activities with other County departments and outside agencies; and to provide highly responsible and complex administrative support to the Sheriff/Coroner. This is an "at-will" contract position and works at the discretion of the Sheriff/Coroner.

**DISTINGUISHING CHARACTERISTICS**

This is a top-level management classification, which assists the County Sheriff/Coroner with the general management, planning, coordination, and supervision of Department functions and programs. Incumbent is assigned management responsibility for all areas of Department functions and operations. Incumbent is "on-call" to respond to law enforcement emergencies as necessary.

**REPORTS TO**

Sheriff-Coroner

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Patrol Commander, Investigator Sergeant, Sheriff Fiscal Officer, Victim/Witness Program Coordinator, Jail Commander, Special Operations Sergeant, Civil Clerk, Sheriff Deputy /Communications Specialist, O.E.S. Training Coordinator, Investigation Sergeant/Cannabis Code Enforcement Search, and Rescue Coordinator.

## **UNDERSHERIFF-2**

### **EXAMPLES OF DUTIES**

- Assist in the development, planning, and implementation of Department goals and objectives.
- Recommend and administer policies and procedures.
- Coordinate department activities with those of other County departments and divisions and outside agencies and organizations.
- Prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan.
- Assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in the development and administration of the Department budget.
- Direct the forecast of funds needed to staffing, equipment, materials, and supplies.
- Monitor and approve expenditures; select, train, motivate and evaluate personnel.
- Maintain all personnel records.
- Direct and supervise personnel recruitment.
- Provide or coordinate staff training.
- Work with employees to correct deficiencies.
- Implement discipline and termination procedures.
- Participate on a variety of boards and commissions.
- Attend and participate in professional groups and committees.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Conduct investigations.
- Investigate or direct investigations involving internal affairs.
- Respond to District Attorney and judges regarding criminal investigations.
- Maintain records of the Department.
- Oversee the Department purchase and inventory of equipment.
- Negotiate contracts with other Departments and government agencies in mutual assistance tasks and support services.
- Review inmate requests for early releases.
- Process inmate grievances and writs; coordinate medical and dental needs of inmates.
- Serve as Acting Sheriff as required.
- Perform related duties as assigned.

## **UNDERSHERIFF-3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of radio equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office and courtroom environments; contact with staff and the public. Perform general law enforcement duties as needed.

Willingness and ability to work various shifts including evenings, weekends and holidays, and respond to calls after hours.

Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of law enforcement program development and administration.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, jail operations, and arrest.
- Principles and practices in processing Coroner's cases, search and seizure, preservation and presentation of evidence in traffic and criminal cases.
- Types of law enforcement equipment, materials, and specialty items.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles and procedures of record keeping and reporting.

#### **Ability to:**

- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze situations and adopt effective course of action, often in stressful and emergency situations.

## **UNDERSHERIFF-4**

### **Ability to (continued):**

- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.
- Use and care for firearms.
- Select, supervise, train and evaluate assigned staff.
- Prepare and administer budget.
- Oversee maintenance schedules of police equipment and supplies.
- Gain cooperation through discussion and persuasion.
- Respond to requests and inquiries from the public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships.

### **EXPERIENCE AND TRAINING**

#### **Minimum qualifications for this position are:**

Six years of increasingly responsible experience in law enforcement work, including five (5) years of supervisory responsibility.

*College level courses in administration of criminal justice, police science, public administration, business administration or a related field are highly desirable.*

#### **Licenses and Certificates:**

Possession of a Peace Officer Standards and Training P.O.S.T. Advanced Certificate. Complete and successfully pass a P.O.S.T. certified Management Course within one year of assignment.

#### **Special Requirements:**

Must submit to and pass a psychological evaluation, medical examination and a background investigation, if not already a Plumas County Sheriff's Office employee as part of a conditional offer of employment for a background investigation.

Possession of a valid and current California Driver's license at that time of appointment and maintained throughout Plumas County employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.